

Spinal Injuries Scotland Privacy Policy

This privacy policy sets out how Spinal Injuries Scotland collects, uses, and protects information about you.

Spinal Injuries Scotland is committed to ensuring that your privacy is protected at all times. When you provide us with any personal information you can be assured that it will only be used in accordance with this policy.

This policy was last updated on 23 March 2010.

What information do we collect?

We may collect the following information:

- Your name and date of birth.
- Your contact details including address, phone number, and email address.
- Details of your spinal injury (if you have one) or, details of your connection to spinal cord injury.
- Other information relevant to your membership with SIS such as magazine subscription details.

How do we collect information?

We collect information in the following ways:

- If you complete an online application form at www.sisonline.org
- If you complete one of our membership forms or ask a SIS representative to complete a form on your behalf.
- If you contact us directly to give us your details by email, phone, fax, mail or in person.

If you are unsure if someone is a legitimate representative of SIS please contact us.

What do we do with the information we collect?

We use this information in particular for the following reasons:

- To send you our quarterly magazine, Newslines.
- To contact you about campaigns or other work by the charity.
- To produce statistical information about our membership and the spinal injured community in Scotland as a whole.
- We may occasionally contact you for research purposes or to update our information. We may contact you by email, phone, fax or mail.
- We may occasionally wish to send you information about products and services of relevant third parties.

Security

We take our responsibilities for data very seriously and we are committed to ensuring that your information is secure. With a view to preventing unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard your information. For further information on these please contact us.

Security on our website

Our website contains many links to other websites and online resources. Please be aware, if you use these links to leave our site we have no control over that other website. We therefore cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and those sites are not covered in any way by this privacy policy. Please always exercise caution when entering information on third party websites.

Controlling your personal information

We will **never** sell, distribute or lease your personal information to third parties other than for the explicit purpose of mailing our magazine, Newslines. We may occasionally use your information to send you details about relevant third parties.

You may choose to restrict the collection or use of your personal information in the following ways:

- When you fill out an application form (paper or online), look for the box that you can click or tick to indicate that you **do not** want us to contact you about relevant third party's products and services.
- If you have previously agreed to us using your personal information in this way you change your mind at any time by contacting us at info@sisonline.org or writing to the address at the end of this policy.
- If you think the information we have about you is inaccurate you can update your details by contacting us at any time.
- At any time you can contact us to request that we delete any information we hold about you. Please note that this will effectively end your membership of Spinal Injuries Scotland.

You may request details of personal information which we hold about you under the Data Protection Act. If you would like a copy of the information held on you please contact us in writing.

If you have any queries about anything contained in this privacy policy please contact us.

Spinal Injuries Scotland
Festival Business Centre
150 Brand Street
Glasgow
G51 1DH

email: info@sisonline.org
Tel: 0141 427 7686
Web: www.sisonline.org